



MILWAUKEE COUNTY PARKS - PUBLIC SERVICES
9480 WATERTOWN PLANK ROAD
WAUWATOSA, WI 53226
PHONE 257-8005 - FAX 257-8044

BUILDING POLICY AND PROCEDURES

Permit is subject to all local municipal and county ordinances in addition to all rules and regulations governing parks and parkways, and can be terminated immediately at the discretion of local law enforcement authorities and/or the Milwaukee County Parks Department, if the terms of the application are misrepresented, violated or when public safety is threatened. Cancellation of the permit "For Cause" will result in forfeiture of all fees. Please contact the **PARK** office (**DO NOT CALL PUBLIC SERVICES**) at least **ONE WEEK PRIOR** to the rental date to clarify all set-up requests.

Admittance to the building is restricted to the "start" time and the building must be completely vacated by the stated "end" time, as indicated on permit. If not vacated by the agreed-upon end time, Milwaukee County Parks reserves the right to charge **double** for every half (1/2) hour past the allowed time. Rental hours include the time to decorate, catering set-up and clean-up.

INDEMNITY: renter(s) agrees to indemnify, defend, and hold harmless, the County, its officers and employees, from and against all loss or expense including costs and reasonable attorney's fees and/or liability for damages for personal injury and property damage to the extent caused by any negligent or willful act or omission of Renter(s).

FEE INFORMATION

Payment will be charged **IN FULL** to your account upon verification of rental. Acceptable payments via phone and Internet (Reservation system available Summer of 2008) include: MasterCard and Visa. You may also make payments in person at the Public Services office during office hours with cash, check, money order, MasterCard and Visa. If you choose to make a reservation, a non-refundable processing fee will be charged.

The person responsible for the rental must be 21 years of age and will be billed for damaged park property or excessive clean-up cost.

Smoking: is prohibited in all Milwaukee County Parks buildings.

Teen Parties: Special requirements must be met for teen parties. Call for more information.

Alcoholic beverages: are permitted with building rentals, however, if alcoholic beverages are being sold or are included with the price of admission, renter is subject to all municipal codes and permits which may vary from one municipality to another. In addition, these applications are also subject to further investigation by Milwaukee County Parks and County Sheriff's Department.

Prepared food and refreshments: may be brought into the buildings, and can be kept warm or refrigerated in most locations. Please check the desired buildings to assess available appliances.

Milwaukee County Parks Department **does not allow** money to be collected at the door for any rentals. In addition, this department does not allow pavilions to be rented for functions that will be open to the "public at large".

If you have sales or donations of any kind you must sign a contract with the Special Events Department, 257-4503. **There is an additional fee for sales.** This includes sale of food and beverages; tickets for rides, games, raffles or door prizes, novelty items, t-shirts; etc.

Milwaukee County Parks is not responsible for lost or damaged property during the rental time specified by the park patron.

Restroom facilities and area parking lots are available for use by all park patrons.

Tables and chairs will be set up by the Parks Department per your request. Only tables and chairs supplied by the park can be used. Groups are not allowed to furnish their own or rented tables and chairs or other furniture.

Decorations: Feel free to decorate your rented park building. However, please use only fire-proof decorations and affix them with masking tape. **NO TACKS OR NAILS OF ANY KIND ARE PERMITTED.** Please use decorations that will not cause damage to park property and remove all decorations at end of rental. The use of confetti or ANY confetti-type material is prohibited. **Clean Up:** Rental groups are responsible for removal of all decorations including masking tape and clearing table and counters of all perishables, etc.

Firewood: Firewood is available at those buildings with working fireplaces.

Picnic Tables: If you are renting a picnic area and a building, the picnic tables **must** stay in the picnic area and cannot be moved next to the building. Rentals without a picnic area can have park personnel move tables outside the building at a rate of \$11.00 per table plus 5.6% sales tax.